

18p65



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO

OPNAVINST 3500.36
OP-351C

8 MAR 1985

OPNAV INSTRUCTION 3500.36

From: Chief of Naval Operations

Subj: ESTABLISHMENT OF AND PROCEDURES FOR MULTI-FLEET
TACTICAL DATA SYSTEM WORKING GROUP

Encl: (1) Multi-Fleet Tactical Data System Working Group
Procedures Manual

1. Purpose. To formally establish the U.S. Navy Multi-Fleet Tactical Data Systems Working Group (Multi-Fleet TDS/WG), prescribe procedures for the conduct of meetings and other functions of the group and establish procedures for submission and approval/disapproval of Tactical Data System (TDS) Proposed Operational Requirements (POR's).

2. Background. CINCLANTFLT/CINCPACFLT/CINCUSNAVEUR identified the need for a forum, composed of Fleet CINC, Fleet Commander and Type Commander representatives and technical advisors, to discuss, prioritize, and recommend Fleet Non-Link TDS Proposed Operational Requirements.

3. Action

a. The Multi-Fleet TDS/WG shall meet and function as prescribed in enclosure (1).

b. CINCLANTFLT is designated to chair Multi-Fleet TDS/WG meetings and authorized to promulgate interim changes to enclosure (1) in the minutes of the Multi-Fleet TDS/WG meeting at which the changes are agreed upon.

[Handwritten signature]
Assistant Secretary of the Navy
for Operations

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MULTI-FLEET TACTICAL DATA SYSTEMS

WORKING GROUP

(MULTI-FLEET TDS/WG)

PROCEDURES MANUAL

Enclosure (1)

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MULTI-FLEET TACTICAL DATA SYSTEM WORKING GROUP PROCEDURES

1. Purpose. This document establishes the procedures by which fleet commanders may interact in a forum chartered by CNO to discuss, prioritize, and recommend non-link Tactical Data System (TDS) Proposed Operational Requirements POR's, or the removal or modification of existing Operational Requirements. This forum is designated as the Multi-Fleet Tactical Data Systems Working Group (Multi-Fleet TDS/WG). Procedures in this document supersede all present procedures concerning fleet submission of TDS Program change proposals (PCP's), whether link related or not.

2. Applicability. These procedures are applicable to all U. S. Navy commands/activities which operate or support Navy Tactical Data System (NTDS) or Airborne Tactical Data System (ATDS), and to Carrier Anti-Submarine Warfare Module (CV-ASWM) and other TDS related systems when POR's will affect interaction with NTDS/ATDS.

3. Security. Individual activity information and material will be safeguarded in accordance with applicable regulations or directives. Security classification procedures for documents developed in connection with this group are contained in OPNAVINST S5513.3A (NOTAL).

4. Multi-Fleet TDS/WG Organization

4.1 Chair. CINCLANTFLT is designated chairperson of the Multi-Fleet TDS/WG.

4.2 Representatives. Each primary and subordinate command listed in Appendix A will have a command representative. Primary and subordinate commands may designate another primary command, or a subordinate command, to represent them at Multi-Fleet TDS/WG meetings. The representative or designated representative must be empowered to speak and negotiate for the command(s) represented. Chair must be informed of the designee representing a primary command.

4.3 Consultants. Primary or subordinate command representatives may invite additional individuals from their commands, or other commands/activities as required, to serve as consultants at Multi-Fleet TDS/WG meetings. The number of such consultants should be kept to a minimum.

4.4 Operational and Technical Advisors. The operational and technical advisors listed in Appendix A are invited to provide advisors at Multi-Fleet TDS/WG meetings.

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4.5 Contractor Personnel. If attendance by contractor personnel is desired by a primary or subordinate command, that command will so inform the chair. The purpose and extent of contractor support desired will be stated. Contractor personnel will normally not participate in Multi-Fleet TDS/WG meetings when the primary command representative is not present, unless the chair and the primary/subordinate command have specifically agreed to contractor personnel acting as a command representative for specific agenda items at a particular meeting. The chair may exclude contractor personnel during discussion of policy or sensitive or controversial matters.

4.6 Recorder. Minutes of Multi-Fleet TDS/WG meetings will be compiled by CINCLANTFLT.

4.7 Other Attendees. Commands and activities other than those listed in Appendix A, with consent of the chair, may send representatives to the Multi-Fleet TDS/WG meetings to participate in specific agenda items in other than a consultant role.

5. Responsibilities

5.1 Chairperson. Chairperson shall schedule Multi-Fleet TDS/WG meetings, prepare and distribute reports, and forward to CNO those TDS "Proposed Operational Requirements" (POR's) agreed to by the Multi-Fleet TDS/WG.

5.2 Attending Commands/Activities

a. Advise CINCLANTFLT, with copy to respective Fleet CINC if applicable, and the host command/activity, of the identity and security clearances of representatives, alternatives, consultants and advisors for each meeting.

b. Provide and identify the command/activity representative for Multi-Fleet TDS/WG meetings who may speak with command/activity authority on agenda items.

c. Screen all agenda items for applicability to, acceptability of, and impact on their command/activity missions.

5.3 Primary Command Multi-Fleet TDS/WG Representatives

a. Represent their commands during Multi-Fleet TDS/WG meetings.

b. Vote their consolidated Fleet CINC position in agreement/disagreement of TDS POR's.

c. Prioritize all current TDS POR's and support/compromise in discussion to achieve a multi-fleet TDS/WG POR priority list, one list for each CNO POM sponsor (i.e., NTDS (OP-351C), ATDS (OP-551)).

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6. Agenda Items. Multi-Fleet TDS/WG agenda items will take the form of TDS POR's. They will be phrased and styled in a manner which most appropriately describes the operational requirement. Technical language with which a knowledgeable operator would not be familiar, should be avoided. Originating activity will draft POR. Reviewing activities in the approval process should modify the language of valid POR's as necessary to include additional pertinent information, improve readability, or strengthen justification.

6.1 Naval Tactical Data System (NTDS) Users

a. The TDS POR format in figure 1 will be used in lieu of POR procedures specified in previous years by CINCLANTFLT/CINCPACFLT joint instruction and FCDSSA Dam Neck/San Diego program document. The TDS POR should not be confused with a Program Trouble Report (PTR) which identifies a TDS Program problem (i.e., the program does not work as documented). The TDS POR identifies the requirement for an additional capability or an improvement in man/machine interface.

b. Fleet units shall submit TDS POR's to type commander via administrative chain of command, info appropriate numbered fleet commander and both FCDSSA Dam Neck and San Diego. Type commander shall screen TDS POR's and reply to submitting unit, info numbered fleet commander and both FCDSSA's stating receipt, screening results (not valid, previous TDS POR's exists, appears valid and will be disseminated to other ships/squadrons of the class/type and group commander staffs for comments, etc.) Type commander shall either disapprove POR's or submit valid TDS POR's to Fleet CINC (or Fleet CINC TDS/WG if applicable). Fleet CINC (or Fleet CINC TDS/WG) shall either disapprove POR's or submit valid link related TDS POR's to Operational Radio Standards Group, and valid non-link related TDS POR's to Multi-Fleet TDS/WG.

c. Above procedures for TDS POR's may be started at any point in the fleet operational chain. Other activities, such as Software Support Activities (FCDSSA's, etc.) may assist fleet units/staffs in preparing TDS POR's but do not originate "Operational" requirements. "Housekeeping", as opposed to substantive operational program changes by Software Support Activities do not require submission of a TDS POR.

6.2 Airborne Tactical Data System (ATDS) Users

a. ATDS units shall submit TDS POR's to type commander via administrative chain of command, info appropriate numbered fleet commander and Software Support Activity for respective program. Type commander shall screen TDS POR's as stated in paragraph 6.1b and also determine effect of POR's on other systems (e.g., NTDS). Based on screening results, type commander shall either disapprove POR or forward POR's to Software Support Activity (info LANT/IAC counterpart) when other systems not affected, or to cognizant Fleet CINC (or fleet CINC TDS/WG if applicable) when implementation of the POR would also require an NTDS or link message standard change.

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b. System unique POR's. AIRLANT/AIRPAC counterpart Type Commander shall concur/non-concur on system unique (i.e., other systems not affected) PCR's. In cases of non-concurrence, the POR should be forwarded by submitting type commander to respective fleet CINC for disposition as stated in paragraph 6.1.b.

c. Mixed System PCR's. Fleet CINC (or Fleet CINC TDS/WG) shall either disapprove POR's or submit valid mixed ATDS/NTDS or link PCR's as stated in paragraph 6.1.b.

d. Paragraph 6.1.c also applies to ATDS.

6.3 CV-ASWM and other TDS related systems. Submit TDS POR's when NTDS/ATDS is affected by change to CV-ASWM or other TDS related system to the extent that an NTDS or ATDS POR's is also required. Submit PCR as stated in paragraph 6.2.

6.4 Discussion Item and Briefings. Discussion items and briefings will normally not be included in Multi-Fleet TDS/WG meetings. Convening the Multi-Fleet TDS/WG meeting immediately subsequent to OTSG meetings precludes all but action items except, when available, an annual briefing by systems command representatives on TDS programmed improvements will be scheduled.

6.5 Tactical Data System (TDS) Proposed Operational Requirement (POR). Detailed information on POR format contained in figure 1 follows:

a. Paragraph 1 - Source: The command or activity which identified the need for PCR.

b. Paragraph 2 - Submitting Command/Activity: The command submitting the PCR.

c. Paragraph 3 - Date Initiated: The approximate or specific date the source first initiated action which caused the development of the POR.

d. Paragraph 4 - Title: Brief unclassified title describing the PCR, usually in general terms.

e. Paragraph 5 - Proposed Operational Requirement: A specific, concise statement of the PCR.

f. Paragraph 6 - Background: Discussion of existing capabilities which are proposed to be changed, implemented, or deleted and/or discussion of the history of the POR.

g. Paragraph 7 - Rationale: Rationale provided by the source when initiating the actions which caused the development of the POR. Rationale will also include references, if appropriate.

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h. Paragraph 8 - Impact: A brief statement of impact, in general terms (e.g., high, low, major, minor, etc.) and, if known, approximate cost, core processing time, programming lead-time, etc., which will be incurred if the POR is approved and implemented, and a general statement of the approximate degree of increased capability which will be achieved. This is provided to allow reviewing commands to evaluate trade-offs and the relative priority of this POR to others under consideration.

i. Paragraph 9 - Additional discussion: As required.

j. Paragraph 10 - Attachments: As required.

6.6 Multi-Fleet TDS/WG Procedure Changes. These procedures may be changed by Multi-Fleet TDS/WG action. Chairperson will promulgate mutually agreeable changes in the minutes of the meetings.

7. Numbering System. Chairperson will assign numbers to Multi-Fleet TDS/WG POR's.

8. Multi-Fleet TDS/WG Meeting Procedures

8.1 Schedule. Multi-Fleet TDS/WG meetings will be scheduled semi-annually subsequent to and in the same week and located as OTSG meetings.

8.2 During the Meeting

a. Multi-Fleet TDS/WG primary command representatives will be prepared to remain in session until action has been completed on all POR's.

b. The first item of business at each meeting shall be to:

- (1) Review status of POR's from the previous meeting.
- (2) Assent to the minutes of the previous meeting.

c. When a POR is set before the group, the Chair will:

- (1) Allow submitting command/activity's introduction.
- (2) Open item for discussion.
- (3) Call recesses for caucuses if required.

(4) If discussion indicates that agreement among primary commands on the item has been reached, consider the item agreed upon and summarize the agreed upon position for all participants.

(5) If discussion indicates that agreement has not been reached, either:

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(a) Continue the item to the next meeting, advising all attendees of expected action in the interim to attempt resolution, or

(b) Forward the minutes of the item to CNO as a "substantive issue" for resolution.

8.3 Post Multi-Fleet TDS/WG Meeting Procedures

a. The chairperson will consolidate and distribute minutes of all meetings to the commands listed in Appendix B.

b. The minutes will contain those POR's agreed upon by the primary commands and substantive issues for CNO resolution. POR's withdrawn or continued to the next meeting will not be included.

c. Comments and/or corrections to the minutes should be forwarded to the chairperson, via respective primary command.

Enclosure (1)

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TDS POR

1. (*) SOURCE:
2. (*) SUBMITTING COMMAND/ACTIVITY:
3. (*) DATE INITIATED:
4. (*) TITLE:
5. (*) PROPOSED OPERATIONAL REQUIREMENT:
6. (*) BACKGROUND:
7. (*) RATIONALE:
8. (*) IMPACT:
9. (*) ADDITIONAL DISCUSSION
10. (*) ATTACHMENTS:

*Paragraph classification

Note: For classified POR's include classification authority and declassification date.

Figure 1. Tactical Data System (TDS) Proposed Operational Requirement (POR) Format

Enclosure (1)

APPENDIX A

MULTI-FLEET TDS/WG MEMBERSHIP

1. Chairperson: CINCLANTFLT (NRT1C)

2. Primary Commands:

CINCLANTFLT
CINCPACFLT
CINCUSNAVEUR

3. Subordinate Commands

COMSECONDFLT	COMNAVSURFLANT
COMTHIRDFLT	COMNAVSURFPAC
COMSIXTHFLT	COMTRALANT
COMSEVENTHFLT	COMTRAPAC
COMNAVAIRLANT	COMSUBLANT
COMNAVAIRPAC	COMSUBPAC

4. Operational Advisors:

COMOPTEVFOR
COMSURFWARDEVGRU
NAVAIRTESTCEN
LANTFLTWPNTAFAC

5. Technical Advisors:

COMNAVSEASYS COM (SEA 61Y)
FCDSSA DAM NECK
FCDSSA SAN DIEGO
COMNAVAIRSYS COM (AIR 543)
NAVAIRDEV CEN
COMNAVELEXSYS COM
NAVELEXDET PATUXENT RIVER
NOSC SAN DIEGO

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APPENDIX BSTANDARD MULTI-FLEET TDS/WG DISTRIBUTION LIST

Distribution:

CNO WASHINGTON DC
CINCLANTFLT NORFOLK VA
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COMSIXTHFLT
COMSEVENTHFLT
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
COMNAVAIRLANT NORFOLK VA
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PACFLT TACDATASYS MTT SAN DIEGO CA
FLT COM TAT DIRSSACT DAM NECK VA
FLECOMBAT RACEN LANT VIRGINIA BEACH VA
FLETRAU LITTLE CREEK VA
COMFITA EWING PAC MIRAMAR CA
COMTAC WINGSLANT OCEANA VA
COMCAEWING TWELVE NORFOLK VA
COMFITWING ONE OCEANA VA
COMPATWING ONE CECIL FIELD FL
COMPATWINGSLANT BRUNSWICK ME
COMPATWING FIVE BRUNSWICK ME
COMPATWING ELEVEN JACKSONVILLE FL
COMPATWING ONE FPC SEATTLE
COMPATWING TWO FPC SAN FRANCISCO
COMPATWING TEN MOFFETT FIELD CA
COMASWING PAC SAN DIEGO CA
COMSEABASED ASWINGSLANT JACKSONVILLE FL
COMAIRASWING ONE CECIL FIELD FL
NAVAIRDEV CEN WARMINSTER PA

APPENDIX B

TC

Enclosure (1)

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Copy to: (Cont'd)

NAVELEXDET PATUXENT RIVER MD
COMPACMISTESTCEN PT MUGU CA
NAVWPNCEN CHINA LAKE CA
LANTFLTWPNTAFAC ROOSEVELT ROADS PR
NAVSNC DAHLGREN VA
NAVSEATECHREP (OIC CSEDS) MOORESTOWN NJ
COMNAVSECGRU WASHINGTON DC
COMOPTEVFOR NORFOLK VA
NAVOCEANSYSCEN SAN DIEGO CA
NAVTACINTEROPSUPPACT SAN DIEGO CA
COMSURFWARDEVGRU LITTLE CREEK VA
PROJMGR ASWS WASHINGTON DC
NAVAVIONICEN INDIANAPOLIS IN
NUSC NEWPORT RI
NAVAIRTESTCEN PATUXENT RIVER MD
NAVTACSUPPACT WASHINGTON DC
COMPACMISTESTCEN PT MUGU CA
NAVWPNCEN CHINA LAKE CA
LANTFLTWPNTAFAC ROOSEVELT ROADS PR
NAVSWC DAHLGREN VA

APPENDIX
to
Enclosure (1)